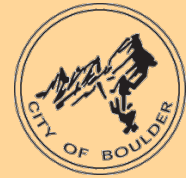# Retrocommissioning Compliance Checklist

A Compliance Checklist for Complying with the Building Performance Ordinance Retrocommissioning Requirement

☐ Confirm the Deadline

Buildings are subject to a retro-commissioning (RCx) deadline based on their square footage, as shown in the timeline on the website: www.BoulderBuildingPerformance.com. If a building is high-performing, it may be exempt from the retro-commissioning requirement. See the Exemption Reference Guide at https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements for more information on exemptions.

☐ Understand Scope of Requirement

Affected building owners must perform retro-commissioning that meets or exceed the requirements listed in the table below, in line with Xcel Energy's existing programs.

Building Size	RCx Scope
Buildings < 50,000 SF	Owners can participate in the Xcel Business Energy Assessment or meet the Scope outlined in the City Manager Rules
Buildings ≥ 50,000 SF	Owners should meet the Scope outlined in the City Manager Rules

☐ Select a Qualified Service Provider

The energy assessment must be completed by a **Qualified Service Provider**, or through an approved utility program. To find a Qualified Service Provider, view the provider list on the website at: https://bouldercolorado.gov/sustainability/service-providers

Although the qualified provider will perform the vast majority of the work required for the study, there are tasks that the building owner must perform for the process to be successful such as providing building and tenant-space access and relevant documentation.

☐ Submit Report to City of Boulder

Once the study is completed, the final report AND a copy of the Xcel Recommissioning/Building Tune-up Rebate Application must be submitted to the City of Boulder via the online submission form at: https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements

☐ Implement Cost-Effective Upgrades

All upgrade opportunities identified in the final report with a pay-back period of two years or less must be implemented within two years of the study deadline. Proof of implementation must be submitted to the city via the online submission form at: https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements

Do you need further guidance?

➢ Review the **Efficiency Requirement How-to Guide** available at https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements

➢ Contact the **Boulder Building Performance Help Desk** at (844) 811-8785 or BPOHelpdesk@bouldercolorado.gov

➢ Visit www.BoulderBuildingPerformance.com for more information.